

International Ceramics Festival Coordinator



Salary: Pay £15 per hour depending on experience

This is a part-time role for a period of 9 months – on average 28 hours per month or 1 day a week however there will be more hours in the build up to the Festival and in the 2 week period around the event. Flexible working mainly from home but preferably mid or West Wales based.

The International Ceramics Festival, Aberystwyth is seeking to appoint a Festival Coordinator who will work with the Board of Directors and the Festival Administrator to deliver one of the foremost ceramic events in the UK. This is an opportunity for a person with good skills and experience in event management who welcomes the challenge of working in a dynamic arts environment.

Organised collaboratively between North Wales Potters, South Wales Potters, Aberystwyth University and Arts Centre, the Festival brings together ceramic artists to showcase their work through demonstrations, exhibitions, kiln firings, films and lectures. The Festival offers an exciting networking occasion and knowledge and skills exchange for all those interested in contemporary ceramics.

The closing date for applications is 12 noon on **Thursday 24 November 2022**. We'll confirm receipt of your application by email. Please note that we are only handling applications electronically. We hope to hold interviews early in December with the start date **Monday 10 January 2023**.

Coordinator International Ceramics Festival

As Festival Coordinator you will have an exciting and central role in the organisation of the Festival in July 2023. After a period of re-organisation since the Pandemic we are establishing two lead positions to work with the Board of Directors to run the event. The Festival Coordinator, working in collaboration with the Festival Administrator will manage their own team of other short-term contractors to cover specific tasks for example site management, materials, catering and Festival assistants to organise and deliver the operation of all Festival activities.

To apply

Please email your CV to chair@icfwales.co.uk, and also attach a covering letter of no more than 500 words.

You should explain concisely why you would be the ideal person for this role detailing how your experience, abilities and qualities fit the person specification below. Your application will be scored against this specification. Please also include the names and contact details of two referees, and your availability between 5 and 9 December so that we can make appropriate arrangements. If you need more information before you apply, please contact us by emailing chair@icfwales.co.uk.

Further details of the Festival and the job details

The International Ceramics Festival

When is it?

Initiated in 1987, the International Ceramics Festival (ICF) is one of the major events in the ceramic calendar. The next festival is in 2023.

Where is it?

The festival runs every second year over a summer weekend in July welcoming over 1000 people to a beautiful setting overlooking the sea at Aberystwyth Arts Centre, West Wales.

Who comes?

Professional ceramicists, art and ceramics students, educators, curators, collectors, amateur and hobby potters and craft enthusiasts and people from the local community.

Who are the international demonstrators?

In over 30 years the Festival has featured more than 200 celebrated ceramicists from the UK and around the world including Europe, North America, Japan and China. Potters from Africa, India, Indonesia and South America also participate, in some cases giving a unique opportunity to witness traditional methods of making and decorating ceramics. For example, in 2019 the festival featured potters from Uzbekistan.

What does the Festival offer?

Visitors can see demonstrations, watch spectacular kiln firings, attend lectures, take part in discussions, see films and exhibitions and visit trade stands. Festival goers can freely interact with demonstrators in their work areas and there are also hands-on activities open to all. In 2021, despite the pandemic, we were able to run a 'blended' festival with on-line presentations and some community activities at the Arts Centre. We plan to use some of that experience.

What are the exhibitions?

The selling exhibitions include one of recent work by the invited demonstrators; a separate show of ceramics by North and South Wales potters; the Cup Sale, and an exhibition of Emerging Makers work.

There are also special exhibitions in the main Arts Centre gallery and in the Ceramic Gallery where the major historic collection of studio pottery is always on show.

Support

The Festival has a grant from Arts Council Wales.

Role specification

Terms: Independent Contractor (Self-employed)

Rate of Pay: £15 per hour depending on experience.

Hours:

- Initially, 28 hours per month (4 days equivalent) to include attendance at the on-line board meeting usually on the second Wednesday of each month from 10.00 to 1.00.
- Additional hours as discussed and agreed with the board of directors in the lead up to the festival.
- The role holder will be required to submit a report of work completed and an invoice to the monthly board meeting for authorisation.

Place: Work from home up to the festival period and then on the Festival site. Most meetings will be online but some attendance in Aberystwyth in the lead up to the Festival is expected.

The successful applicant may be required to provide documentation under the Immigration, Asylum and Nationality Act 2006. Offers of employment are subject to the receipt of satisfactory references.

The post is available from the middle of January 2022 with attendance at the January board meeting.

Main Duties & Responsibilities

Festival Coordination

- Coordinate the Festival site in collaboration with the directors, overseeing the organisation of all Festival venues including the Festival marquees.
- Coordinate the Festival programme including the activities of all artists, the arrangements for all exhibitions and sales, the community and participatory activities and the opening and closing ceremonies.
- Coordinate the storage and deployment of all Festival equipment and materials.
- Develop and implement a merchandising strategy for the Festival.
- Coordinate the catering arrangements for all artists, staff, assistants etc.

- Work with the directors and Aberystwyth Arts Centre in the provision of food and drink outlets during the Festival.
- Contribute to the evaluation activities of the Festival and preparation of evaluation reports

Team working, networking and liaison

- Work closely with the ICF Board of Directors and the Festival Administrator in the implementation of the Festival.
- Manage other subcontracted staff in relation to the Festival e.g. the Site Manager and Materials Officer and other roles by agreement.
- Manage the training and deployment of the Festival Assistants during the Festival.
- Coordinate the staffing of all Festival exhibitions and sales activities.
- Liaise with Aberystwyth University Estates management and other contractors deployed at the Festival.

Any other duties

- Other agreed duties as negotiated and agreed between the role holder and the ICF Board of Directors.

Person specification

	Essential	Desirable
Education, training and qualifications	<ul style="list-style-type: none"> ● A good level of education 	
Experience	<ul style="list-style-type: none"> ● Coordination of a festival or large event within an organisation ● Working in a team 	<ul style="list-style-type: none"> ● Working with ceramics and/or ceramicists ● Production management. ● Development of risk assessments
Abilities and qualities	<ul style="list-style-type: none"> ● Manage time and deadlines effectively ● Manage expectations professionally ● Communicate effectively, accurately and professionally in spoken and written form ● Record, manage and report information accurately and with attention to detail 	
Skills and knowledge	<ul style="list-style-type: none"> ● Excellent organisational skills ● Excellent delegation skills ● Knowledge of the Welsh language 	<ul style="list-style-type: none"> ● A knowledge and understanding of ceramics and the arts

	<ul style="list-style-type: none"> ● Knowledge of health and safety issues ● Digital proficiency 	<ul style="list-style-type: none"> ● Fluency in Welsh in both written and spoken form
Personal Attributes	<ul style="list-style-type: none"> ● A positive and enthusiastic approach. ● A flexible attitude to all aspects of the job and to working as part of a team ● Able to use initiative ● Able to work independently and from home as required ● Remain calm and objective under pressure and polite in working relationships 	